

#### Tuesday, February 13, 2018

# NOTICE OF WORK SESSION, EXECUTIVE SESSION AND REGULAR SESSION OF THE COCONINO COUNTY BOARD OF SUPERVISORS AND THE BOARD OF DIRECTORS OF THE COCONINO COUNTY FLOOD CONTROL DISTRICT

**PURSUANT TO A.R.S. § 38-431.02** 

10:00 a.m. – Work Session 1:15 p.m. – Work Session continued Followed by Executive Sessions 6:00 p.m. – Regular Session

First-Floor Board Room
Executive Sessions will be held in the Second-Floor Conference Room
219 E. Cherry Ave., Flagstaff, AZ

The Board may change the order of the agenda at the time of convening the meeting or at any time during the meeting. Members of the Board of Supervisors will attend either in person or by telephone conference call. Work sessions and regular meetings are open to the public. Persons with a disability may request a reasonable accommodation by contacting the Clerk of the Board of Supervisors Office at 928-679-7144. Requests should be made as early as possible to allow time to arrange the accommodation.

#### **Notice of Option to Recess in Executive Session**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Board of Supervisors and to the general public that, at this meeting, the Board of Supervisors may vote to recess into Executive Session, which will not be open to the public, with the County's attorneys for legal advice and discussion on any item listed on the following agenda, pursuant to A.R.S. § 38-431.03 (A) (3).

As a reminder, if you are carrying a cell phone, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

#### **Call to Order:**

#### **Work Session:**

- 1. Presentation by Adam Siors with APMI Architects to discuss an update on the Public Works Department Sheep Hill Conceptual Master Plan development process. **Public Works**
- 2. Roundtable: To be discussed (Pursuant to A.R.S. § 38-431.02(H), these matters will not be acted upon)

Reports from Supervisors - (Updates on new projects, district budgets, requests for services and initiatives, updates from County staff)

- o District 4 Supervisor Jim Parks
- o District 2 Supervisor Elizabeth Archuleta
- o District 5 Supervisor Lena Fowler
- o District 1 Supervisor Art Babbott
- o District 3 Supervisor Matt Ryan
- Planning Calendar for February 27, 2018, March 12, 2018 Joint Meeting with City of Flagstaff, March 13, 2018, March 6, 2018 canceled due to NACo, and March 27, 2018
- Update regarding Local, State and Federal Issues
- County Manager's Report
- Chair's Report

#### **Break**

#### Work Session – 1:15 p.m.

3. Presentation and discussion on 2018 Building Code changes and adoption process. **Community Development** 

#### **Executive Session:**

4. Discussion of purchase, sale or lease of real property and contract negotiations. The Board of Supervisors may convene in executive session pursuant to Ariz. Rev. Stat. 38-431.03(A)(7) and (A)(4) to discuss or consult with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property and to instruct its attorneys regarding the Board's position on contracts that are subject of negotiations. **County Manager** 

The Board will resolve as the Flood Control District Board of Directors.

5. Discussion and consultation with attorney to receive legal advice pursuant to ARS 38-431.03(A)(3) & (4). Flood Control

The Board will resolve as the Board of Supervisors.

#### Regular Session – 6:00 p.m.

The Board may change the order of the agenda at the time of convening the meeting or at any time during the meeting. Members of the Board of Supervisors will attend either in person or by telephone conference call. Work sessions and regular meetings are open to the public. Persons with a disability may request a reasonable accommodation by contacting the Clerk of the Board of Supervisors Office at 928-679-7144. Requests should be made as early as possible to allow time to arrange the accommodation.

#### **Notice of Option to Recess in Executive Session**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Board of Supervisors and to the general public that, at this meeting, the Board of Supervisors may vote to recess into Executive Session, which will not be open to the public, with the County's attorneys for legal advice and discussion on any item listed on the following agenda, pursuant to A.R.S. § 38-431.03 (A) (3).

#### Call to the Public for items not on the Agenda

After the pledge of allegiance, the Chairman will call on members of the public to speak on any item or area of concern not listed on the agenda. Items presented during the Call to the Public portion of the Agenda cannot be acted on by the Board of Supervisors. Individual Supervisors may ask questions of the public, but are prohibited by the Open Meeting law from discussing or considering the item among themselves until the item is officially placed on the Agenda. Individuals are limited in their presentations.

#### **Consent Agenda**

All matters under Consent Agenda are considered by the Board of Supervisors to be routine and will be enacted by a single motion. If discussion is desired on any particular consent item that item will be removed from the consent agenda and will be considered separately.

#### **Speaking During a Public Hearing**

After staff and applicant presentations for specific public hearing items, the Chairman will open the public hearing and ask for comments from the public. Those who fill out a speaker's form will be called on first. You do not need to fill out a speaker's form to speak.

As a reminder, if you are carrying a cell phone, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

#### Call to Order:

#### **Pledge of Allegiance:**

#### Call to the Public:

#### **Board of Supervisors Consent Agenda:**

- 6. Approve the minutes from the Board of Supervisors meeting held on January 30, 2018.
- 7. Ratify and/or approve all warrants, electronic fund transfers, and other payments as listed on the agenda. An itemized list of the below-numbered claims is filed in the official records of the Coconino County Board of Supervisors.

Run Date	Warrant Numbers	Computer Register Totals
02/1/18	91805076 - 91805235	\$498,554.81
02/1/18	EFT 1960-2006	\$154,044.38

- 8. Acknowledge and accept for filling the appointments by the Blue Ridge Fire District Board of Directors of Pete Fenton, Monty Blosser, and John Beale for terms expiring in 2018. **Board of Supervisors**
- 9. Acknowledge and accept for filling the appointment by the Woods Fire District Board of Directors of Terryl (Terry) Warnock for a term expiring in 2018. **Board of Supervisors**
- 10. Appoint Kathryn Maloney, Precinct 3; Elizabeth Martinez, Precinct 5; Cynthia (Cindy) Parker, Precinct 62; James Cady, Precinct 75; and Grant Gray, Precinct 75 as Precinct Committeepersons each for a term to expire on October 1, 2018 and as requested by the Coconino County Democratic Party, to fill vacancies created from a lack of candidates during the 2016 election, resignations, and electors moving. **Board of Supervisors**
- 11. Approve a recommendation to the State Department of Liquor Licenses and Control, for approval of an application for Extension of Premises for a permanent change of area of service for Licensee Xanterra South Rim, L.L.C. located at South Rim of the Park, Grand Canyon. **Board of Supervisors**

- 12. Adopt Resolution 2018-04, authorizing Coconino County Community Services to submit an application to the City of Flagstaff for housing assistance services for the period of 2018-2019 and for four successive fiscal years. **Community Services**
- 13. Approve the Spring 2018 disposal of surplus property by on-line auction firm, The Public Group-Public Surplus®, based on Contract Number 161468 with the City of Tucson. **Public Works**
- 14. Approve an Intergovernmental Agreement (IGA) with Sedona Police Department to provide supplementary law enforcement services within Coconino County from date of signature through December 31, 2019, not to exceed \$20,000 per year.

  Sheriff

A 1	٠					
$\Lambda$	1	n	11	r	n	•
Ad		v	u	1	ш	٠

#### CERTIFICATION OF POSTING OF NOTICE

The undersigned h	nereby certifies that a copy of	of the foregoing notice was duly	posted at the Coconino County
Administration Bu	uilding, 219 East Cherry Av	enue, Flagstaff, Arizona, on this	Date:
	at	am / pm	(circle one) in accordance with the
statement filed by	the Coconino County Boar	d of Supervisors with the Clerk	of the Board.
Dated this	day of	, 2018.	
	Wendy Escoffier,	Clerk of the Board	



Meeting Date: 2/13/2018

**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

FROM: Lucinda Andreani, Public Works Director

**SUBJECT**: Presentation by Adam Siors with APMI Architects to discuss an update on the

Public Works Department Sheep Hill Conceptual Master Plan development

process. Public Works

#### **RECOMMENDED MOTION:**

No action is required, this work session is informational only.

#### **BACKGROUND:**

The Coconino County Public Works Sheep Hill Facility is over 30 years old and is deficient in many areas including basic life/safety, ADA accessibility, site circulation and adequate staff work space. The FY2017 Budget provided \$100,000 for development of a Conceptual Master Plan. On November 14th, 2017 the Board approved a contract with APMI Architects to complete a Conceptual Master Plan for the Sheep Hill Facility. To date staff interviews and evaluations have been completed for the Phase I Needs Assessment.

#### **ALTERNATIVES:**

The following alternatives are available to the Board of Supervisors:

- Participation in the discussion outlined above.
- Cancel or reschedule the presentation.

#### **FISCAL IMPACT:**

There is no fiscal impact associated with this update, it is for informational purposes only.

#### **ATTACHMENTS:**

#### Document Name

2 - Supporting Document - SHEEP HILL CONCEPTUAL MASTER PLAN UPDATE - 1/30/2018

1 - Staff Report - 2/6/2018 - - 2/13/2018





Coconino County Board of Supervisors February 13th, 2018



### **Sheep Hill Facility Overview**

- The Sheep Hill Facility is over 30 years old and is deficient in meeting current standards for a range of operational, functional, staff and life/safety needs
- In 2017 the Board approved funding to complete a Conceptual Master Plan for the Sheep Hill Facility
- On November 14th, 2017 the Board approved a contract with APMI Architects to complete the Conceptual Master Plan





### **The Sheep Hill Master Plan Process**

The Master Plan Process includes the following Phases:

- Phase I: Needs Assessment
- Phase II: Prioritize Needs and Explore Options
- Phase III: Conceptual Master Plan and Implementation Action Plan







PUBLIC WORKS

### **Needs Assessment Overview**

- The age of the existing buildings
- Life/safety aspects as they relate to the existing building
- Operational efficiencies:
  - Increase efficiency and workflow
  - Separation of public vs. operations
  - Creation of efficient functional relationships
  - Organization/consolidation of functions





### **Assessment Process**

- Visual assessment of buildings and equipment
- Assessment of site circulation/access
- Interviews of Department and Division Leadership



- Discuss big picture ideas/growth projections with Collaborative Leadership Team
- Analyze current equipment and fleet makeup to determine actual space needs
- Determine utility/infrastructure capacities





### **Master Plan Development Process**

- Evaluate the assessment information
- Develop space program needs analysis
- Develop master plan options for addressing identified needs
- Prioritize the issues and develop long range strategies
- Present master plan options utilizing a visualization model
- Provide high-level cost estimates





### **Master Plan & Implementation Plan**

- Finalize the Conceptual Master Plan
  - Includes Site Plans
  - Includes Traffic Flow Plan
  - Includes Floor Plans
- Develop an implementation plan for the Conceptual Master Plan







### **Initial Observations**

- Preliminary assessment of facility deficiencies:
  - Basic life/safety
  - ADA accessibility
  - Adequate space to meet staff needs
  - Poor site circulation and mixing of staff, public and operations traffic
  - General repair and replacement of building systems
  - Conference room and training facilities





### **Foundational Information**

- The Sheep Hill property is approximately 80 acres and is located within the City of Flagstaff
- The facility consists of 4 staff occupied buildings at approximately 56,000 sf; and 3 equipment storage buildings totaling approximately 12,000 sf
- Several other facilities such as fuel island, equipment racks and storage, tire yard and material storage areas exist to support operations















# **Questions & Discussion**





Meeting Date: 2/13/2018

**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

**FROM**: Wendy Escoffier, Clerk of the Board

**SUBJECT**: Roundtable: To be discussed (Pursuant to A.R.S. § 38-431.02(H), these matters

will not be acted upon)

Reports from Supervisors - (Updates on new projects, district budgets, requests for services and initiatives, updates from County staff)

o District 4 – Supervisor Jim Parks

o District 2 – Supervisor Elizabeth Archuleta

o District 5 – Supervisor Lena Fowler

o District 1 – Supervisor Art Babbott

o District 3 – Supervisor Matt Ryan

- Planning Calendar for February 27, 2018, March 12, 2018 Joint Meeting with City of Flagstaff, March 13, 2018, and March 6, 2018 canceled due to NACo.
- Update regarding Local, State and Federal Issues
- County Manager's Report
- Chair's Report

#### **BACKGROUND:**

This item is set to allow time for the Board of Supervisors and staff to present updates to each other regarding various projects and activities.

#### **PURPOSE OF THE PRESENTATION:**

This item is set to allow time for the Board of Supervisors and staff to present updates to each other regarding various projects and activities.

#### **ALTERNATIVES:**

The alternative would be to not hold a roundtable discussion.



Meeting Date: 2/13/2018

**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

**FROM**: Jay Christelman, Community Development Director

**SUBJECT**: Presentation and discussion on 2018 Building Code changes and adoption

process. Community Development

#### **BACKGROUND:**

For the last several months, Building Division staff have been analyzing the 2012-2015 suite of building codes which is necessary prior to evaluating the 2018 suite of codes. During the review, staff identified that the 2015 codes contained unecessary and costly impacts. The 2018 code review identified that these provisions had been amended out. Additionally, staff performed an internal audit for a sampling of home designs and determined that architects, engineers and drafts-people have been designing to an unecessary seismic standard. Significant cost savings have been identified through this process. Staff have been coordinating with the City of Flagstaff as well as local build and design agencies to discuss educational opprotunities regarding structural design.

#### PURPOSE OF THE PRESENTATION:

To share staff findings with the BOS and discuss the 2018 adoption process moving ahead.

#### **ALTERNATIVES:**

None, this is a work session.

#### **FISCAL IMPACT:**

None.

#### **ATTACHMENTS:**

#### Document Name

- 2 Supporting Document PPT 1/30/2018
- 3 Supporting Document COST IMPACT ANALYSIS 1/30/2018



# 2018 Code Adoption

**Board of Supervisors Presentation 2.13.18** 

# Today's Agenda

- Goals
- Public Outreach
- Cost Impacts
- Significant Changes
- Partnership with the City of Flagstaff and Others
- Moving Forward
- Questions



### Goals

- Brief the Board on what has occurred thus far and approval to move forward
- Meet with the Building & Safety Advisory
   Board as part of the adoption process
- Meet with the Planning & Zoning
   Commission as part of the code adoption process



# Goals, cont.

- Continue with our Public Participation
   Plan and Outreach
- Continue to work with City of Flagstaff,
   NABA and AZBO to develop consistent codes
- Adopt the 2018 Codes for a July 1, 2018 implementation date to align with our fiscal budget



### **Public Outreach**

### NABA:

- Conducted 2 contractor trainings on the changes additional trainings to follow
- SEAoA Structural Engineers will be conducting 2 educational classes on the significant changes on March 20 and 21
- AIA Grand Canyon Chapter Architects will be conducting 2 educational classes on the changes in April
- Town Halls will be scheduling at area Fire Stations (Districts) for the general public in April and May
- Website Portal created a 2018 Code Adoption Portal to post information, FAQ's, Public questions and comments.



### **Cost Impact Analysis**

- The National Association of Home Builders Cost Impact Analysis:
- National average size of 2,607SF in 4 different climate zones.
- Model Homes scenarios
  - One-story slab on grade 3 bedrooms with attached 2-car garage
  - Two-story basement/crawl 4 bedrooms with attached 2-car garage
- We used Scenario 1 and 4 in the same climate zone for our analysis



### **Cost Impacts Continued**

 Coconino County falls within a Seismic Design Category C however, through county analysis it has been determined that over 90% of the construction for SFD's in the county are designed and constructed to at least an SDC-D2.

This accounts for needless increases and an added cost per structure between \$4,111 and \$11,950 for materials alone. The 2018 Residential Code actually exempts one and twofamily dwellings from meeting the seismic provisions of the code.



### **Cost Impact Continued**

- Energy Rating Index (ERI). This was removed in the 2018 IRC., no longer prescriptive – savings of between \$4,190 and \$6,373
- The NAHB report reflects an overall cost <u>savings</u>, per the base-model homes, for the 2018 IRC to be between \$2,900.00 and \$5,197.00.
- Unnecessary seismic provisions \$17,147.00
- Overall savings of an estimated 2.5% savings due to the code changes and an estimated 7.5% cost savings if the home is not designed to an SDC-D2.



### **Significant Changes**

- The 2015 Codes: significant changes that impacted costs of development – mainly to the Building Code and not the Residential Code.
- The 2018 Codes removed much of the code requirements that were adopted during the 2015 Code Change Cycle, which eliminated many of the cost impacts.
- The 2018 code that presents with "significant" changes is the Fuel-Gas Code, mainly due to life-safety components to the piping system, however, these costs are minimal and dependent on what is being installed (user option).



### **Proposed Amendments**

- IRC Provisions
- Heat Sizing
- Blower Door Testing
- Fire Protection of Floors
- Deck Lateral Support
- Appendix Q Tiny Houses
- Snow Loads NAU Study
- Footings and Framing
- IBC Provisions
- Adding a Use Group R-5 to address County Uniqueness regarding Cabin Rentals, etc.



### Partnership with the City of Flagstaff

- Information sharing has been taking place for several months regarding the code comparisons, proposed adoption timelines, and trainings.
- Consistency with the amended provisions of the adopted codes.
- IGA between the County and City for shared resources –
   Plan Review, inspection services and disaster assistance.
- AZBO Grand Canyon Chapter of ICC. 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents



### **Moving Forward**

 First formal meeting with the Building and Safety Advisory Board on 2/28 to discuss;

Significant changes
Adoption Timeline
Public Outreach
Draft Ordinance
Continued Public Outreach and Education



### **Thank You – Questions?**



The Estimated cost impacts of the 2018 IRC Code Changes was prepared by Home Innovation Research Labs at the request of the National Home Builders Association (NAHB). Four references houses were selected for their similarity to new home offerings in six metropolitan areas and their size proximity to a national average of 2,607 SF. These single-family detached houses define the reference or base house that provides the starting point for estimation of the added cost (or savings) of each code change for the 2018 IRC relative to the 2015 IRC or IECC.

The four building designs used in this analysis are based on the data contained in the census bureau report, *Characteristics of New Single-Family Construction Completed*. The report provides information about building foundation type and number of stories for new single-family detached construction over the previous nine-year period.

#### **New Construction Foundation Types:**

SLAB	54%
CRAWSPACE	17%
Basement	30%

#### New Construction Number of Stories:

ONE-STORY	53%
TWO-STORY	43%
THREE-STORY	3%

#### Features of the Reference Houses:

Reference House	1	2	3	4
Foundation	Slab	Slab	Basement	Basement
Square Feet	2,607	2,607	2,607	2,607
Stories	1	2	1	2
Bedrooms	3	4	3	4
Bathrooms	2	2.5	2	3
Garage, attached	2-car	2-car	2-car	2-car
Walls 2X6 CZ 3-8		Yes		Yes

#### **Estimated Cost of 2018 Code Compliance for References Houses**

Climate Zones 3 - 8	High (\$)	Low (\$)	Applicability
Support for headers	\$0	(\$90)	Houses with wall openings greater than 3 feet.
(R602)			
Masonry veneer: new	\$325	(\$73)	Houses with brick veneer and continuous insulation (rigid)
provision for brick			
attachment (R703)			
Window U-factor (U.32 to	\$85	\$78	Houses in climate zones 3 - 8
U.30 (N1102.1.2)			
Lighting efficacy increase	\$8	\$8	Houses in all climate zones
75% to 90% (N1104.1)			

Duct sealing: eliminates the requirement for sealing snap-lock or button-lock type ducts.	(\$348)	(\$548)	Houses with ducts located inside the conditioned space.
Total Cost	\$70	(\$548)	Net savings = \$478.00
Total Cost	7/0	(3340)	Net Savings

The cost impact of transitioning from seismic design category C to design categories Do and D2 is evaluated for one-story and two-story reference home based on a structural analysis report for those two homes. COCONINO COUNTY reverted from a seismic design category Do to a seismic design category C, however, local analysis indicates that homes continue to be designed to the higher seismic design category and in most cases to a D2 category. We are having active conversations with the construction and design industry regarding this disconnect. The builder costs below reflect the impacts from going to an SDC C to an SDC Do so it can be assumed that designing from a Do to a C would equate to an equivalent cost savings in Coconino County.

Change in Wall Bracing and Foundation Costs for Reference House 1 – one-story (SDC C to SDC Do):

#### • Material cost only: Assume double for contractor build.

Cost to Builder	\$2,055.76
Cost to Consumer	\$2,446.35
Total Cost	<mark>\$4,111.52</mark>

Change in Wall Bracing and Foundation Costs for Reference House 1 – one-story (SDC C to SDC D2):

Cost to Builder	\$2,874.66
Cost to Consumer	\$3,420.85
Total Cost	<mark>\$5,749.32</mark>

Change in Wall Bracing and Foundation Costs for Reference House 4 – two-story (SDC C to SDC Do):

Cost to Builder	\$2,163.22
Cost to Consumer	\$2,574.23
Total Cost	<mark>\$4,326.44</mark>

Change in Wall Bracing and Foundation Costs for Reference House 4 – two-story (SDC C to SDC D2):

Cost to Builder	\$5,975.24
Cost to Consumer	\$7,110.54
Total Cost	<mark>\$11,950.48</mark>

#### **Cost Implication of the Specific Code Change:**

• Material cost only: Assume double for contractor build.

2018 IRC R507 Exterior Decks.

This code change reorganizes deck requirements and adds prescriptive language for all deck components up to 8 feet in height.

Cost SAVINGS for sample Deck Landings:

Cost to Builder	\$83.20
Cost to Consumer	\$99.01
Total Cost	\$166.40

#### Cost SAVINGS for sample Deck:

Cost to Builder	\$84.48
Cost to Consumer	\$100.53
Total Cost	\$168.96

Cost Implication for the Specific Code Change:

2018 IRC R602.3.1 Stud size, height, and spacing.

Cost SAVINGS for a tall wall not requiring engineering analysis:

Cost to Builder	\$450.00
Cost to Consumer	\$535.00
Total Cost	\$900.00

2018 IRC R702.7.3 Minimum clear airspaces and vented openings for vented cladding:

The IRC considers interior latex or enamel paint to be a Class III vapor retarder and therefore, Class I and II vapor retarders can be omitted from the requirement.

Cost SAVINGS for removing Class I vapor retarders:

Cost to Builder	\$320.00
Cost to Consumer	\$380.80
Total Cost	\$640.00

#### Cost SAVINGS for removing Class II vapor retarders:

Cost to Builder	\$120.00
Cost to Consumer	\$142.80
Total Cost	\$240.00

2018 IRC R602.7.5 Supports for Headers.

The code change revises the table for minimum number of king studs in exterior walls.

#### Cost SAVINGS for Header changes:

Cost to Builder	\$125.66
Cost to Consumer	\$150.00
Total Cost	\$251.32

2018 IRC R703.2 Water-resistive barrier.

The code change deletes the exception for detached accessory buildings to require a water-resistive barrier for all walls.

#### Cost IMPACT to install building paper on accessory buildings:

Cost to Builder	\$149.34
Cost to Consumer	\$177.71
Total Cost	\$298.68

#### Cost **IMPACT** to install house wrap on accessory buildings:

Cost to Builder	\$227.94
Cost to Consumer	\$271.25
Total Cost	\$455.88

#### 2018 IRC N1103.3.6 Ducts buried within ceiling insulation:

The code change provides an optional construction method for houses with HVAC ducts installed in vented attics with the intent to improve energy efficiency. The code change provides the criteria to explicitly allow ducts buried, or partially buried within the ceiling insulation in vented attics as an option in lieu of suspending them from the roof framing or soffits in the living space.

#### Cost SAVINGS for buried ducts – prescriptive path:

Cost to Builder	\$368
Cost to Consumer	\$438
Total Cost	\$736

#### Cost SAVINGS for installing buried ducts vs installing ducts within bulkheads below the ceiling:

Cost to Builder	\$1,716
Cost to Consumer	\$2,042
Total Cost	\$3,432

2018 IRC M1601.4.1 Joints, seams and connections for ducts.

The code change represents a cost savings where metal ducts with longitudinal seams are installed inside conditioned space.

#### Cost SAVINGS for longitudinal ducts:

Cost to Builder	\$396.20
Cost to Consumer	\$471.48
Total Cost	\$792.40

Total Cost Savings based on specific code changes per single-family dwelling – 2018 Codes.

#### Scenario 1 Scenario 2

Cost Savings	\$3,654.36	Cost Savings	\$5,951.08
Impact Costs	\$754.56	Impact Costs	\$754.56
Total Savings	<mark>\$2,899.80</mark>	Total Savings	<mark>\$5,196.52</mark>

Total Cost Savings without using Seismic Design Criteria: \$7,011.32 and \$17, 146.00

#### 2015 Code Change Analysis:

The NAHB provided a list of 47 code changes to the 2012 IRC which were approved for incorporation into the 2015 IRC. Home Innovation Research Labs estimated the expected cost impact of these code changes on construction practices and materials.

Baseline metrics for four single-family houses built to the 2012 IRC and 2012 IECC building codes were defined in order to determine the cost impact resulting from the revisions approved for the 2015 codes.

The four building designs used in this analysis are based on the data contained in the census bureau report, *Characteristics of New Single-Family Construction Completed.* The report provides information about building foundation type and number of stories for new single-family detached construction over the previous nine-year period.

#### **New Construction Foundation Types:**

SLAB	54%
CRAWSPACE	17%
Basement	30%

#### **New Construction Number of Stories:**

ONE-STORY	53%
TWO-STORY	43%
THREE-STORY	3%

#### Features of the Reference Houses:

Reference House	1	2	3	4
Foundation	Slab	Slab	Basement	Basement
Square Feet	2,607	2,607	2,607	2,607
Stories	1	2	1	2
Bedrooms	3	4	3	4
Bathrooms	2	2.5	2	3
Garage, attached	2-car	2-car	2-car	2-car
Walls 2X6 CZ 3-8		Yes		Yes

#### **Estimated Cost of 2015 Code Compliance for References Houses**

Climate Zones 3 - 8	High (\$)	Low (\$)	Applicability
Footing Size (R403)	\$508	\$0	If snow load is 30 or less and soil has bearing capacity of at
			least 2,000 psf.
Garage (CS-PF) (R602)	\$0	(\$808)	2-car garages with narrow sidewalls.
King Studs (R602)	\$317	\$0	Based of 2x6 construction and wide window openings.
Box Nails in lieu of	\$328	\$259	Where pneumatic nailing equipment is used.
Commons (R602)			
No pipe insulation on 1/2	(\$287)	(\$456)	When prescriptive path for energy efficiency is used.
inch or less dia. (N1103)			
Total Cost	\$866	(\$1,005)	Net high to low = \$139.00

#### **Cost Implication of the Specific Code Change:**

• Material cost only: Assume double for contractor build.

2015 IRC N1102.2.4 Access hatches and doors.

The code change permits vertical doors to follow the thermal requirements of exterior doors versus the 2012 code requirement that vertical access panels must meet exterior wall requirements.

#### Cost SAVINGS of code change:

Cost to Builder	\$55.00
Total Cost	\$110.00

2015 IRC R310.5 and 310.6 Emergency Escape and Rescue Openings.

The code change provides exceptions from requiring an emergency escape and rescue opening in homes undergoing additions that include basements. The also exempts basement alterations and repairs.

Cost SAVINGS of code change for existing basements:

Cost to Builder	\$2,630
Total Cost	\$5,260

#### Cost SAVINGS of code change for basement additions:

Cost to Builder	\$1,555
Total Cost	\$3,110
Average Cost Savings:	\$4,185

#### 2015 IRC R308.4.7 Safety glazing in windows.

The code change narrowed the range where safety glazing for windows in proximity to the bottom stair nosing is required. The revised provisions require safety glazing only within a 180 degree arc from the bottom tread nosing.

#### Cost **IMPACT** of code change:

Cost to Builder	\$272.00
Total Cost	\$544.00

#### 2015 IRC R404.4 Engineering requirements for retaining walls.

The trigger for engineered design for retaining walls changed from 24 to 48-inches.

#### Cost SAVINGS of code change:

Cost to Builder	\$450.00
Total Cost	\$900.00

#### 2015 IRC R403.1.1 and Tables 403.1(1-3) Concrete footings.

Minimum size of concrete footings were increased for construction on soils with low-bearing value. Significant footing size changes applied to poor soil conditions – in the 1,500 and 2,000psf range.

#### Cost **IMPACT** of code changes:

Cost to Builder	\$238.00
Total Cost	\$476.00

#### 2015 IRC Table R602.10.5 Portal Frame Walls.

The code change permits calculating the effective length of a continuously sheathed portal frame by multiplying the actual length by 1.5. This adds design flexibility in meeting specifications by using narrow wall segments, such as walls at either side of a garage door opening.

#### Cost SAVINGS of the code change:

Cost to Builder	\$808.00
-----------------	----------

Total Cost	\$1,616.00
------------	------------

#### 2015 IRC Table R602.3(1) Fastening Schedules.

The code change modified the fastening schedule for better consistency with the IBC fastening schedules. In general, use of common nails with lager diameters will be required or an additional box nail, thus this change affects all construction where nail guns are used.

#### Cost IMPACT of code change:

Cost to Builder	\$288.00
Total Cost	\$576.00

#### 2015 IRC R602.10.8.2 Raised heel trusses.

The code change allows raised heel trusses to be braced with just wood structural panels provided the wall sheathing is extended from the supporting wall onto the truss heels. The exception eliminates the requirement for additional blocking between high-heel trusses when OSB structural sheathing is installed over the wall top plate to the truss ends and fastened in the stated pattern.

#### Cost SAVINGS of code change:

Cost to Builder	\$556.00
Total Cost	\$1,112.00

#### 2015 IRC N1503.4 Kitchen make-up air.

The code change added some explanatory language to allow the make-up air that is required for kitchen exhaust fans rated in excess of 400 cfm can be supplied by either gravity or electrically operated damper to preclude the previous interpretation that the damper was to be automatically controlled, thus eliminating the need for motorized dampers.

#### Cost SAVINGS of code change:

Cost to Builder	\$150.00
Total Cost	\$300.00

#### 2015 IRC R316.5.11 Sill plates and headers.

The code change allows the application of spray/rigid foam in sill plates, headers, and perimeter joist spaces without a thermal barrier if it meets specific thickness.

#### Cost SAVINGS of code change:

Cost to Builder	\$248.00
Total Cost	\$496.00

2015 IRC N1103.5.3 Hot water pipe insulation.

The requirement for interior hot water pipe insulation for pipes located within conditioned space is simplified by eliminating the Table and requiring R-3 insulation on interior hot water ¾-inch or larger, exempting 3/8 and ½ inch pipe requirements.

#### Cost SAVINGS of code change:

Cost to Builder	\$306.00
Total Cost	\$612.00

The 2015 IRC did have a major impact (cost) to development, which was approximately \$13,000 due to the alternative performance compliance method of the energy code based on the Energy Rating Index. This has since been addressed in the 2018 code changes and is therefore not an impact in adopting the 2018 codes. Below reflects the overall cost savings of the 2015 IRC after the impacts have been deducted out.

Total Cost Savings based on specific code changes per single-family dwelling – 2015Codes.

#### Scenario 1 Scenario 2

Cost Savings \$10,406		Cost Savings	\$8,223
Impact Costs	\$1,596	Impact Costs	\$1,596
Total Savings	<mark>\$8,810</mark>	Total Savings	<mark>\$6,627</mark>



**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

**FROM**: Kim Musselman, Special Assistant to County Manager

**SUBJECT**: Discussion of purchase, sale or lease of real property and contract negotiations.

The Board of Supervisors may convene in executive session pursuant to Ariz. Rev. Stat. 38-431.03(A)(7) and (A)(4) to discuss or consult with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property and to instruct its attorneys regarding the Board's position on contracts

that are subject of negotiations.

#### **RECOMMENDED MOTION:**

Enter executive session.

#### **BACKGROUND:**

Discussion of purchase, sale or lease of real property and contract negotiations. RE: Continued Second Chance discussion



**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

FROM: Lucinda Andreani, Public Works Director

**SUBJECT**: Discussion and consultation with attorney to receive legal advice pursuant to ARS

38-431.03(A)(3) & (4).

#### **RECOMMENDED MOTION:**

Enter executive session.

#### **BACKGROUND:**

Background information to be provided during executive session.



**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

**FROM**: Wendy Escoffier, Clerk of the Board

**SUBJECT**: Approve the minutes from the Board of Supervisors meeting held on January 30,

2018.

#### **RECOMMENDED MOTION:**

Approve or move to amend any portion of the minutes.

#### **BACKGROUND:**

The Board of Supervisors held a meeting on January 30, 2018. The Board shall cause written minutes of its proceedings to be prepared pursuant to A.R.S. §38-431.01 and §11-217.

#### **ALTERNATIVES:**

Approve or move to amend any portion of the minutes.

#### **FISCAL IMPACT:**

There is no fiscal impact.

#### **ATTACHMENTS:**

#### Document Name

2 - Supporting Document - JANUARY 30, 2018 - MINUTES - 2/6/2018



#### OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS

#### SPECIAL SESSION, WORK SESSION AND EXECUTIVE SESSION MINUTES

**January 30, 2018** 

9:00 a.m. – Special Session
Budget Retreat Work Session immediately followed
1:15 p.m. – Work Session Continued
Executive Session immediately followed

First-Floor Board Room
Executive Session was held in the Second-Floor Conference Room
219 E. Cherry Ave., Flagstaff

**Present:** Chairman Matt Ryan, Vice Chairwoman Lena Fowler, Supervisors Art Babbott, and Supervisor Jim Parks. Supervisor Elizabeth C. Archuleta was present telephonically.

**Also Present:** Interim County Manager James Jayne, Deputy County Manager Mike Townsend, Interim Deputy County Manager Lucinda Andreani, Deputy County Attorney Rose Winkeler, Clerk of the Board of Supervisors Wendy Escoffier and Recording Specialist Valerie Webber.

Chairman Ryan reconvened open session at 9:04 a.m. in the First-Floor Board Room.

#### **Special Session Action Item:**

1. Selection and appointment of a Vice Chair, term effective immediately. **Board of Supervisors** 

Chairman Ryan introduced the item.

Vice Chair Fowler said she had been speaking with Supervisor Babbott about their positions, future plans and schedules and she felt it would be better to switch out Vice Chairmanship.

January 30, 2018 – Special, Work and Executive Session Minutes

Page 1 of 8

**Motion:** Nominate Supervisor Art Babbott as Vice Chairman, **Action:** approve, **Moved by:** Supervisor Lena Fowler, **Seconded by:** Supervisor Jim Parks.

Chairman Ryan made comments and called for the vote; the motion passed unanimously.

#### **Work Session:**

2. Presentation and discussion on Economic Update and Fiscal Year 2019 Budget. **Finance** 

**Presenters:** Deputy County Manager Mike Townsend, Finance Director Bonny Lynn and Allen Maguire of Maguire and Associates.

**PowerPoints:** Economic Outlook by Allen E. Maguire and Coconino County Economic FY19 Budget Workshop – January 30, 2018.

Deputy County Manager Mike Townsend introduced the purpose of today's presentation and introduced Allen Maguire of Maguire and Associates.

Mr. Maguire presented a PowerPoint that provided an economic outlook on global and United States conditions, growths and forecasts. He highlighted opportunities and challenges being predicted as a result of same and provided a breakdown of the economic outlook for Arizona.

Upon inquiry from Supervisor Babbott, Mr. Maguire explained natural revenue growth and net revenue growth and why the gross domestic product (GDP) grew much faster in California than in Arizona.

Deputy County Manager Townsend presented a PowerPoint that highlighted the County's financial planning approach that began eleven years ago. One of the things put in place at that time was the Ten-Year Financial Plan. Challenges included managing and controlling expenditures and instituting a competitive pay plan in order to retain employees and to plan for recessions by separating long-term and short-term revenue growth trends.

Deputy County Manager Townsend continued to highlight local sales tax increases for the first half of Fiscal Year 2018, state shared revenue and, the statistical trend utilized to make projections in the Ten-Year Plan. The County's growth is managed by reviewing State shared sales tax projections and allocations.

Individual Board members commented on the County's financial planning and managing process.

Interim County Manager Jayne commented on the County's role in helping the State with financial planning. He requested Mr. Maguire to further address revenue forecasting.

January 30, 2018 – Special, Work and Executive Session Minutes

Page 2 of 8

Mr. Maguire stated the County's financial planning strategy is one of the best around. There must be consideration of mandated expenses when planning for recessions. Legislation needs to hear about how the County budgets and methodology used for financial planning.

Supervisor Fowler asked how we will factor in losses to be faced by the closing of the Navajo Generating Station (NGS). Deputy County Manager Townsend said we have to review the indirect revenue piece and assessed value growth in the future as well as, sales taxes. The closing of NGS will impact the number of services being requested.

Deputy County Manager Townsend continued with his presentation by addressing general fund expenditure increases and major revenue growth for FY18 and FY19.

Mr. Maguire commented on the need to determine how much insurance policy is needed. Whatever you put aside and don't spend can be used for a big expenditure later.

Deputy County Manager Townsend continued to present a list of 2018 external challenges; State budget, legislative turnover, changes in tax laws, court security requirements, IT security threats, elected officials retirement plan and the impact of minimum wage laws. There are additional internal challenges with mechanical services fleet rates, video redaction, competitive labor pool and health costs. The state is trying to deal with funding levels from ten years ago, these impacts are costs that shift to counties.

Chairman Ryan called for a break at 11:04 a.m. and reconvened open session at 11:19 a.m. Supervisor Fowler was not present. Supervisor Archuleta was present telephonically.

Human Resources Director Erika Philpot provided a presentation to address turnover; providing data from the Bureau of Government Statistics from 2012-2016 and Coconino County employment turnover rates. The County's turnover data for FY17 was 17.73% with retirements and 14.45% without retirements. She provided data from Arizona Association of Counties (AACo) regarding Arizona counties turnover rate comparison for FY17 and, 2016-2017 salary adjustments and merit adjustments statistics provided by the League of Cities and Towns.

Supervisor Fowler arrived at 11:31 a.m.

Director Philpot continued with her presentation by addressing the County's salary grade by a number of employees and turnover by employment category. Upon inquiry Supervisor Archuleta, Director Philpot provided clarification of adjustments that were made to employee minimum wage grades.

Deputy County Manager Townsend addressed retirement benefit projections and healthcare premium changes.

The Board held discussion on how they should move forward with county partner funding considerations during the budget process. The Board determined they would not like to include

January 30, 2018 – Special, Work and Executive Session Minutes

Page 3 of 8

the presentations during the budget considerations but instead, hold policy discussions on funding county partners; they need further discussion prior to budget time.

Interim County Manager Jayne said staff will take more engaging conversation with county partners and with individual Board members.

Finance Director Bonny Lynn provided an overview of the seven focus areas determined by the Board during their retreat in 2017 as priorities; transformational leadership and our county culture, economic outlook initiative, facilities master plan, justice reform and mental health, develop and intergovernmental agreement with Navajo Nation and Bureau of Indian Affairs (BIA), Board strategic plan and Board district budgets.

Supervisor Babbott noted the Community Needs Assessment needs to be considered as a priority. In addition, the Board needs to be kept up to date on the Medical Examiner's Office. Interim County Manager Jayne explained the teams that are addressing these items.

Upon inquiry from Chairman Ryan, Director Lynn explained the due dates for departments to submit their budget plans.

Chairman Ryan felt the Flood Control District should be added to this category.

Supervisor Art Babbott noted there needs to be discussions with the health department as to what are we doing to address the opioid crisis and how it plays out with budget considerations.

Supervisor Archuleta noted one of her priorities is the Capital Facilities Plan. Funding for districts and NGS are more like tasks and implementation, we should remove them from priority list.

Supervisor Fowler made comments about the Board providing outside agency funding; noting there are many needs of the County that aren't being met.

Chairman Ryan called for a break at 12:05 p.m. and reconvened open session at 1:27 p.m. Supervisor Archuleta was not present telephonically.

#### Work Session – 1:15 p.m.:

3. Presentation by Milton Bluehouse Jr. and members of the Navajo Nation Environmental Protection Agency Team on the status of uranium cleanup efforts on the Navajo Nation. **Board of Supervisors** 

**Presenters:** Milton Bluehouse, Jr., Community Outreach Network Liaison of Navarro Engineering & Research, Inc., Cortasha Upshaw, Public Information Officer for the Navajo Nation Abandoned Mine Land/Uranium Mill Tailings Reclamation Act Department and (AML/UMTRA).

January 30, 2018 – Special, Work and Executive Session Minutes

Page 4 of 8

Supervisor Fowler commented that one of the Board's priorities is clean-up of uranium mines. This will be good for the Board to receive an update on uranium clean-up on the Navajo Nation.

Mr. Milton Bluehouse, Jr. provided a folder that included informational brochures to the Board (a copy was provided to the Clerk of the Board). He thanked Supervisor Fowler and the Board for allowing him to update them on this matter. He provided an overview of his background, education and past employment, adding that he is currently the community outreach liaison of a five-year plan, which is going to be extended to ten years.

Mr. Bluehouse, Jr. noted there are excessive abandoned uranium mines that have been part of an assessment and are inspected by site managers on an annual, monthly and daily basis; they check disposal cells for radon, radiation and integrity. He provided a lengthy update of clean-up efforts, his role in the process and the various agencies involved. There will be a radiation 101 workshop to address understanding what uranium is, what radiation does to the body and identification of responsible agencies to contact with concerns.

Cortasha Upshaw, Senior Public Information Officer for Abandoned Mine Land Department (AMLD), clarified that beginning 1988 AMLD did a lot of the work to address abandoned cole, copper, silver and uranium mines. They are currently providing a lot of the technical information in addressing uranium mines; specifically, they provide all the Global Positioning System (GPS) information, mapping for providers and helping the Department of Energy with technical information.

Mr. Bluehouse Jr. said their open houses have reached over 3,000 Navajo citizens. There is currently a 10-Year Plan in the making, which will assess the work that has been done and address the comments and concerns received so far.

Supervisor Babbott thanked the representatives for coming. He said it is challenging to understand where the money is coming from and a clear vision of the remediation roll-out. It would be important to receive the assessment of Phase One.

Mr. Bluehouse Jr. said he will contact United States Environmental Protection Agency (USEPA) Representative Linda Reeves, who can provide a comprehensive detailed assessment and report that addresses where we are in the process, how the money is expended and the parties involved.

Supervisor Fowler commented on the history of the creation of the Tuba City Concerned Citizens Group and how hard they worked to address uranium clean-up. At the time, their goal was to address a tailings pile next to a residential neighborhood, which resulted in contaminated ground water.

Mr. Bluehouse Jr. commented on the importance of holding those responsible to task and discussed an upcoming White Paper from the Department of Energy.

Supervisor Fowler asked if there was anything the Board could do to help advocate the importance of this issue.

January 30, 2018 – Special, Work and Executive Session Minutes

Page 5 of 8

Mr. Bluehouse Jr. offered to speak on the issue at community meetings. It is beneficial for federal agencies to hear this many times over to understand the importance of transparency. He will send information to the Board on open houses and informational links.

Supervisor Parks added that there are a lot of mine sites in District 4. This is a slow process but it needs to speed up. The tailings' piles are more dangerous and create a lot of impact on the Navajo Nation. He offered his assistance in advocating this issue.

Chairman Ryan commented on the importance of appropriate remediation.

Chairman Ryan called for a break at 2:06 p.m. and reconvened open session at 2:09 p.m. Supervisor Archuleta appeared telephonically.

- 4. Roundtable: To be discussed (Pursuant to A.R.S. § 38-431.02(H), these matters will not be acted upon)
  - Planning Calendar for February 6, 2018, February 13, 2018, February 20, 2018 *tentative County Engineer Interviews* and February 27, 2018. March 6, 2018 *no meeting due to NACo*.
  - Update regarding Local, State and Federal Issues
  - County Manager's Report
  - Chair's Report

Reports from Supervisors - (Updates on new projects, district budgets, requests for services and initiatives, updates from County staff)

- o District 1 Supervisor Art Babbott
- o District 2 Supervisor Elizabeth Archuleta
- o District 4 Supervisor Jim Parks
- o District 5 Vice Chairwoman Lena Fowler
- o District 3 Chairman Matt Ryan

Interim County Manager Jayne reviewed the planning calendar. Deputy County Manager Townsend and Interim Deputy County Manager Andreani provided clarification of several of the upcoming presentations. Community Development Director Christelman provided information on the work session to review 2018 Building Codes.

Interim Public Affairs Director Nadia Ivanova-Pfenning addressed letters she drafted on National Environmental Policy Act (NEPA) reform and Four Forest Restoration Initiative (4-FRI). She provided an update on local, state and federal legislation.

Upon inquiry from Chairman Ryan, the Board agreed to send the letters as drafted.

Supervisor Archuleta ended her telephonic appearance at 2:48 p.m.

Individual Board members provided updates regarding activities in their individual Supervisorial Districts.

January 30, 2018 – Special, Work and Executive Session Minutes

Page 6 of 8

Supervisors Babbott and Fowler requested the Board hold a discussion on their committee assignments and Board expectations when voting while serving on boards and commissions. There is a need to make sure we are working as a body and not as five individuals.

Chairman Ryan said they need to plan for the discussion next week during roundtable.

Supervisor Fowler left the meeting at 3:10 p.m.

5. Presentation and discussion regarding the Subdivision Ordinance and Zoning Ordinance updates. **Community Development** 

**Presenters:** Community Development Director Jay Christelman and Assistant Community Development Director Jess McNeely.

**PowerPoints:** Subdivision Ordinance Update Work Session – January 30, 2018 and Zoning Ordinance Informational Update #2 – G, AR, RR Zones.

Assistant Community Development Director Jess McNeely reviewed challenges of existing subdivisions and reviewed potential changes to Section 8 of the Subdivision Ordinance; including the review process, developer responsibilities, financial assurances,

The Board, Director Christelman, County Attorney Rose Winkeler and Interim Deputy County Manager Lucinda Andreani discussed several types of financial assurances.

Deputy County Attorney Ashley DeBoard explained the issues related to assurances and how to keep them current and in effect. She answered questions from individual Board members and detailed potential options available to the Board.

Assistant Community Development Director Jess McNeely continued with his presentation to address Section 8.5.

Deputy County Attorney DeBoard and Community Development Director Christelman answered questions asked by individual Board members related to proposed guidelines regulating subdivisions, escalation expenses and substitute assurances.

Assistant Community Development Director Jess McNeely continued with his presentation to address Section 8.6 through Section 9.

Engineer Julie Leid with Peak Engineering provided comments on changes she would like to see in the language of Section 9; which were only minor word changes.

Chairman Ryan announced that Item #6 would not be addressed by the Board today.

6. Presentation, discussion and possible direction regarding a Request for Proposal (RFP) for Frontiere Property. Pursuant to Ariz. Rev. Stat. 38-431.03(A)(7) and (A)(4), the Board may enter into executive session to discuss or consult with designated representatives of the Board in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property, and to instruct its attorneys regarding the Board's position on contracts that are subject of negotiations. **Parks and Recreation** 

#### This item was not addressed by the Board.

Chairman Ryan called for a break at 4:19 p.m. and announced that the Board would take a break to reconvene in the Second-Floor Boardroom to conduct executive session.

#### **Executive Session:**

7. Discussion and consultation for legal advice with the Board's attorneys for legal advice. Pursuant to ARS 38-431.03(A)(3) the Board may enter executive session to receive legal advice. **County Attorney** 

Chairman Ryan reconvened open session in the Second-Floor Conference Room at 4:35 p.m.

**Motion:** Enter executive session, **Action:** approve, **Moved by:** Supervisor Elizabeth Archuleta, **Seconded by:** Supervisor Art Babbott. The motion passed unanimously.

The Board entered executive session at 4:35 p.m.

There being no further discussion or questions for the attorney, Chairman Ryan adjourned executive session at 5:45 p.m.

	Matt Ryan, Chair
(SEAL)	ATTEST:
	Wendy Escoffier, Clerk of the Board of Supervisors



**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

**FROM**: Wendy Escoffier, Clerk of the Board

**SUBJECT**: Ratify and/or approve all warrants, electronic fund transfers, and other payments

as listed on the agenda. An itemized list of the below-numbered claims is filed in

the official records of the Coconino County Board of Supervisors.

Run Date	Warrant Numbers	Computer Register Totals
02/1/18	91805076 - 91805235	\$498,554.81
02/1/18	EFT 1960-2006	\$154,044.38

#### **RECOMMENDED MOTION:**

Approve all warrants, electronic fund transfers and other payments as listed on the agenda.

#### **BACKGROUND:**

The Board has authority from Arizona Revised Statutes 11-251.11 to "examine, settle, and allow all accounts legally chargeable against the County, order warrants to be drawn on the county treasurer for that purpose and provide for issuing warrants."

The agenda includes a statement that an itemized list of all claims for payment is filed in the official record of the Coconino County Board of Supervisors.

Additionally, the attachment to this staff report will be included in the meeting minutes in order to comply with ARS 11-217.D; "The minutes shall include all demands and warrants approved by the board in excess of one thousand dollars and multiple demands and warrants from a single supplier or individual under one thousand dollars whose cumulative total exceeds one thousand dollars in a single reporting period."

#### **ALTERNATIVES:**

The Board could decide not to ratify and/or approve payments or could decide to ratify and/or approve a portion of the payments.

#### **FISCAL IMPACT:**

County budget funds for specific payments will be reduced by the amounts listed.

## **ATTACHMENTS:**

1	$\Box$	0	C	111	n	Δ	ní	٠,	J	21	m	Δ
	,		)( )		ш			- 1	N	1		

2 - Supporting Document - WARRANT LISTING - FEBRUARY 1, 2018 - 2/1/2018

Vendor Number	Name	Total Paid to Vendor	Payment Number	Payment Date	Total by Payment Number
000078720	AFLAC PREMIUM HOLDING	\$2,473.97	91805076	2/1/2018	\$2,473.97
000031442	APMI, INC	\$31,530.78	91805078	2/1/2018	\$31,530.78
000005917	APS SERVICES INC	\$24,249.10	91805079	2/1/2018	\$24,249.10
000028275	ARIZONA CORRECTIONAL INDUSTRIES	\$1,342.68	91805084	2/1/2018	\$1,342.68
004418800	ARIZONA DEPARTMENT OF ADMNISTRATION	\$2,031.88	91805085	2/1/2018	\$2,031.88
000002605	ARIZONA DEPARTMENT OF ECONOMIC	\$7,588.11	91805086	2/1/2018	\$7,588.11
000013149	ARIZONA PUBLIC SERVICE ASSISTANCE	\$2,975.86	91805087	2/1/2018	\$2,975.86
000188983	AZ PUBLIC SERVICE	\$5,802.36	91805093	2/1/2018	\$5,802.36
000009844	CANYON STATE DOOR	\$1,849.83	91805100	2/1/2018	\$1,849.83
000030240	CENTURYLINK	\$2,744.90	91805101	2/1/2018	\$2,744.90
000030988	CITY OF FLAGSTAFF	\$1,951.12	91805104	2/1/2018	\$1,079.54
000031273			91805105	2/1/2018	\$871.58
000028330	CITY OF FLAGSTAFF MUNICIPAL COURT	\$42,849.90	91805106	2/1/2018	\$42,849.90
000733745	CLEAR AIRE AUDIO	\$2,230.23	1966	2/1/2018	\$2,230.23
000019402	CMT ENGINEERING LABORATORIES	\$3,430.89	1967	2/1/2018	\$3,430.89
000011416	COCONINO COMMUNITY COLLEGE FOUNDA-	\$5,000.00	91805108	2/1/2018	\$5,000.00
000012793	COCONINO COUNTY FLEXIBLE BENEFITS	\$12,909.27	1968	2/1/2018	\$12,909.27
000019904	COCONINO COUNTY HEALTH SAVINGS	\$10,092.86	1969	2/1/2018	\$10,092.86
000008413	COCONINO COUNTY JAIL DISTRICT	\$3,002.50	91805110	2/1/2018	\$992.50
000008413			91805111	2/1/2018	\$1,105.00
000008413			91805112	2/1/2018	\$905.00
000028614	COPPERPOINT MUTUAL INSURANCE CO	\$101,186.68	91805115	2/1/2018	\$101,186.68
000001113	CPS HR CONSULTING	\$13,520.85	91805116	2/1/2018	\$13,520.85
000006050	CRAFCO INC	\$26,787.60	1971	2/1/2018	\$26,787.60

Vendor Number	Name	Total Paid to Vendor	Payment Number	Payment Date	Total by Payment Number
000029240	CREDITRON CORPORATION	\$6,508.40	1972	2/1/2018	\$6,508.40
000018454	CRM OF AMERICA LLC	\$6,706.79	1973	2/1/2018	\$6,706.79
000012333	DIAMOND PHARMACY SERVICES	\$14,921.04	1975	2/1/2018	\$14,921.04
000013348	EMPIRE SOUTHWEST	\$13,731.69	91805123	2/1/2018	\$13,731.69
000024478	FERRELLGAS	\$1,451.54	1977	2/1/2018	\$1,451.54
000004999	FLAGSTAFF MEDICAL CENTER	\$16,365.57	91805130	2/1/2018	\$16,365.57
000002125	FLAGSTAFF MEDICAL CENTER/SAFE CHILD	\$3,549.61	91805131	2/1/2018	\$3,549.61
000030999	FREDONIA UTILITIES	\$1,280.00	91805133	2/1/2018	\$1,280.00
000031001	GOLIGHTLY TIRE	\$13,336.53	1981	2/1/2018	\$13,336.53
000021875	GRAINGER	\$2,458.21	91805139	2/1/2018	\$2,458.21
000007997	GRAND CANYON TRUST	\$5,000.00	91805140	2/1/2018	\$5,000.00
000014939	HELM, LIVESAY AND WORTHINGTON LTD	\$3,014.56	91805143	2/1/2018	\$3,014.56
000004574	IBM CREDIT LLC	\$2,549.40	91805148	2/1/2018	\$2,549.40
000031546	IMS INFRASTRUCTURE MANAGEMENT	\$7,988.30	91805149	2/1/2018	\$7,988.30
000029638	INSPIRED ELEARNING LLC	\$16,351.07	91805151	2/1/2018	\$16,351.07
000007895	INTERSTATE BILLING SERVICE	\$1,598.13	91805153	2/1/2018	\$1,598.13
000028583	JORGENSEN BROOKS GROUP	\$2,300.92	91805154	2/1/2018	\$2,300.92
000019982	LABORATORY CORPORATION OF AMERICA	\$3,506.60	91805156	2/1/2018	\$3,506.60
000028664	LR ANDERSON LLC	\$1,965.00	91805163	2/1/2018	\$1,965.00
000031412	MAKERS ARCHITECTURE AND URBAN	\$25,453.11	91805164	2/1/2018	\$25,453.11
000024822	MAXIM STAFFING SOLUTIONS	\$6,515.75	91805166	2/1/2018	\$6,515.75
000012482	MCCAULEY CONSTRUCTION INC	\$13,100.00	91805167	2/1/2018	\$13,100.00
000029337	NATIONWIDE RETIREMENT SOLUTIONS	\$24,034.61	91805172	2/1/2018	\$947.13
000031147			91805173	2/1/2018	\$23,087.48

Vendor Number	Name	Total Paid to Vendor	Payment Number	Payment Date	Total by Payment Number
000030037	NATIONWIDE RETIREMENT SOLUTIONS INC	\$1,626.44	91805174	2/1/2018	\$1,626.44
004511950	NORTH COUNTRY HEALTHCARE INC	\$7,707.04	1988	2/1/2018	\$7,707.04
000011934	NORTHERN LIGHT TREE COMPANY &	\$3,174.51	91805180	2/1/2018	\$3,174.51
000009937	PAGE STEEL INC	\$1,251.44	91805186	2/1/2018	\$1,251.44
000029688	PEAK ENGINEERING INC	\$12,438.00	1990	2/1/2018	\$12,438.00
000007561	PERFORMANCE REPORTERS INC	\$2,175.00	91805188	2/1/2018	\$2,175.00
000031197	PITNEY BOWES INC	\$1,064.04	91805189	2/1/2018	\$1,064.04
000013753	PRISONER TRANSPORTATION SERVICES	\$3,715.00	1992	2/1/2018	\$3,715.00
000028362	Q TECH HEATING & COOLING LLC	\$1,159.00	91805191	2/1/2018	\$1,159.00
000026348	SAMUELS PHD PLC, RICHARD M	\$3,500.00	1996	2/1/2018	\$3,500.00
000025139	SAWTOOTH SNOW & ICE LLC	\$1,725.50	91805201	2/1/2018	\$1,725.50
000031209	SHAMROCK FOODS	\$9,557.06	91805202	2/1/2018	\$9,557.06
000017197	SOUTHWEST PROTECTIVE SERVICES	\$1,068.00	91805205	2/1/2018	\$1,068.00
004377400	SPECIALIZED OFFICE SYSTEMS INC	\$4,456.94	91805206	2/1/2018	\$4,456.94
000005136	STERICYCLE INC	\$3,503.64	91805208	2/1/2018	\$3,503.64
000015203	SUNNYSIDE NEIGHBORHOOD ASSOCIATION	\$3,395.41	1997	2/1/2018	\$3,395.41
000000179	SUPPORT PAYMENT CLEARINGHOUSE	\$3,832.63	91805211	2/1/2018	\$3,832.63
000006764	TYLER TECHNOLOGIES INC	\$14,095.69	2001	2/1/2018	\$14,095.69
003596164	UNITED FUND	\$1,341.65	2002	2/1/2018	\$1,341.65
000014085	UNS GAS INC	\$1,711.69	91805214	2/1/2018	\$1,711.69
000014030	UNS GAS INC (PRESCOTT)	\$10,992.53	91805215	2/1/2018	\$10,992.53
004504100	VANTAGEPOINT TRANSFER AGENTS 303590	\$2,305.67	91805221	2/1/2018	\$2,305.67
000008872	VERIZON WIRELESS, BELLEVUE	\$8,566.49	91805222	2/1/2018	\$8,566.49
000031629	VOYA INSTITUTIONAL TRUST COMPANY	\$5,745.83	91805224	2/1/2018	\$5,745.83

Vendor Number	Name	Total Paid to Vendor	Payment Number	Payment Date	Total by Payment Number
000031431	WEBB LAW GROUP, THE	\$2,011.25	91805227	2/1/2018	\$2,011.25
000027772	WESTLAND RESOURCES INC	\$5,390.00	91805229	2/1/2018	\$5,390.00
		\$616,748.65			



**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

**FROM**: Wendy Escoffier, Clerk of the Board

**SUBJECT**: Acknowledge and accept for filling the appointments by the Blue Ridge Fire

District Board of Directors of Pete Fenton, Monty Blosser, and John Beale for

terms expiring in 2018. Board of Supervisors

#### **RECOMMENDED MOTION:**

Acknowledge and accept for filling the appointments by the Blue Ridge Fire District Board of Directors of Pete Fenton, Monty Blosser, and John Beale for terms expiring in 2018.

#### **BACKGROUND:**

The Board of Supervisors' action in this matter is to create a public record of the appointment. Acknowledging and accepting for filing will assist County staff in keeping an accurate list of board members, knowing which positions are up for re-election, and who is a valid signer for warrants.

The County Elections Department has verified that each of the appointees are eligible to serve on the fire district board of directors to which they have been appointed.

#### **ALTERNATIVES:**

This is a statutory function of the Board. Not taking this action will make it difficult for County staff in Elections and the Treasurer's Offices to know who is a valid fire district board member.

#### **FISCAL IMPACT:**

This Board action has no fiscal impact to the County.

#### **ATTACHMENTS:**



**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

**FROM**: Wendy Escoffier, Clerk of the Board

**SUBJECT**: Acknowledge and accept for filling the appointment by the Woods Fire District

Board of Directors of Terryl (Terry) Warnock for a term expiring in 2018. Board

of Supervisors

#### **RECOMMENDED MOTION:**

Acknowledge and accept for filling the appointment by the Woods Fire District Board of Directors of Terryl (Terry) Warnock for a term expiring in 2018.

#### **BACKGROUND:**

The Board of Supervisors' action in this matter is to create a public record of the appointment. Acknowledging and accepting for filing will assist County staff in keeping an accurate list of board members, knowing which positions are up for re-election, and who is a valid signer for warrants.

The County Elections Department has verified that the appointee is eligible to serve on the Woods Fire District Board of Directors.

#### **ALTERNATIVES:**

This is a statutory function of the Board. Not taking this action will make it difficult for County staff in Elections and the Treasurer's Offices to know who is a valid fire district board member.

#### **FISCAL IMPACT:**

This Board action has no fiscal impact to the County.

#### **ATTACHMENTS:**



**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

**FROM**: Wendy Escoffier, Clerk of the Board

**SUBJECT**: Appoint Kathryn Maloney, Precinct 3; Elizabeth Martinez, Precinct 5; Cynthia

(Cindy) Parker, Precinct 62; James Cady, Precinct 75; and Grant Gray, Precinct 75 as Precinct Committeepersons each for a term to expire on October 1, 2018 and as requested by the Coconino County Democratic Party, to fill vacancies created from a lack of candidates during the 2016 election, resignations, and

electors moving. Board of Supervisors

#### **RECOMMENDED MOTION:**

Appoint Kathryn Maloney, Precinct 3; Elizabeth Martinez, Precinct 5; Cynthia (Cindy) Parker, Precinct 62; James Cady, Precinct 75; and Grant Gray, Precinct 75 as Precinct Committeepersons each for a term to expire on October 1, 2018 and as requested by the Coconino County Democratic Party, to fill vacancies created from a lack of candidates during the 2016 election, resignations, and electors moving.

#### **BACKGROUND:**

Arizona Revised Statutes 16-821.B states in part, 'the board of supervisors upon the recommendation of the county chairman, or the recommendation of a committee designated in the bylaws of the county committee for that purpose, shall determine when a vacancy exists in the office of precinct committeeman. If a vacancy exists, the vacancy shall be filled by the board of supervisors from a list of names submitted by the county chairman of the appropriate political party." ARS 38-291 defines vacancy.

In accordance with Arizona Revised Statutes, Title 16, Chapter 5, Article 2 Section 16-821.B and as requested by the Coconino County Democratic Party Chairman Nathan Jones, the Democratic Party has submitted the above names for appointment as Precinct Committeepersons by the Coconino County Board of Supervisors.

The Clerk of the Board of Supervisors has verified that a vacancy exists in the precincts listed. The Coconino County Elections Department has verified that the proposed committeepersons listed above are registered voters of the requested political party and registered to vote in the precincts requested for appointments.

#### **ALTERNATIVES:**

This is a statutory duty of the Board of Supervisors.

#### **FISCAL IMPACT:**

There is no fiscal impact to the General Fund for making these appointments.

#### **ATTACHMENTS:**

Doc	umen	t N	ame
$\nu \sim$	umcn	יעט	anno

2 - Supporting Document - LETTER FROM DEMOCRATIC CHAIRMAN - 1/31/2018



201 E. Birch Ave, Suite 6
 Plagataff, AZ 86001
 (928) 214-0393

 Nathan Jones, Chairman

To: Coconino Board of Supervisors ATTN: Wendy Escoffier

219 E. Cherry Street Flagstaff, AZ 86001 Jan 25th, 2018

Dear Board of Supervisors,

As Chair of the Coconino County Democratic Party, I request that the following people be appointed as Precinct Committeepersons:

		Ave.
Kathryn Maloney	PCT 3	23 W Elm &t, Flagstaff AZ 86001
Elizabeth Martinez	PCT 5	1225 Piedra Ln, Flagstaff AZ 86001
Cynthia (Cindy) Parker	Pumphouse Wash (62)	2846 Kweo Trl, Flagstaff AZ 86005
James Cady	Page West (75)	0 Marble Cyn, Marble Cyn, AZ 86036
Grant Gray	Page West (75)	33 Badger Creek Rd, Marble Cyn, AZ 86036

Please note that Kathryn Maloney was an appointed PC in Pumphouse Wash and has since moved. Thank you for your time.

Nathan Jones,

Chair

Coconino County Democratic Party



**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

**FROM**: Wendy Escoffier, Clerk of the Board

**SUBJECT**: Approve a recommendation to the State Department of Liquor Licenses and

Control, for approval of an application for Extension of Premises for a permanent change of area of service for Licensee Xanterra South Rim, L.L.C. located at

South Rim of the Park, Grand Canyon. Board of Supervisors

#### **RECOMMENDED MOTION:**

Approve a recommendation to the State Department of Liquor Licenses and Control, for approval of an application for Extension of Premises for a permanent change of area of service for Licensee Xanterra South Rim, L.L.C. located at South Rim of the Park, Grand Canyon.

#### **BACKGROUND:**

The El Tovar Hotel, located in District 1, submitted a completed application for a permanent change of area of service on January 25, 2018. The request for extension will allow a change to incorporate more space for the dining area.

Per the Arizona Department of Liquor License and Control, when a licensee wishes to change the physical arrangement of the licensed premises from the diagram on record at the Department of Liquor, an Extension of Premises request must be submitted on a form provided by the Department. The licensee may request a permanent or temporary change of premises. Examples include adding a patio, adding or deleting windows, doors, dance floors, etc. Prior to approval, an inspection may be required by the state.

This permit has been reviewed by the Sheriff's Office, Health District, Community Development Department, and the Risk Manager.

The Board is required to consider this permit and recommend either approval or denial. The State Department of Liquor Licenses and Control will issue the actual permit.

#### **ALTERNATIVES:**

The Board could choose to recommend a denial of this request to expand this business or could make no recommendation.

If the Board does not recommend the application for approval, the State Board of Liquor Licenses and Control will conduct a hearing.

#### **FISCAL IMPACT:**

The County receives sales tax revenue from the sale of alcohol.

#### **ATTACHMENTS:**

Document Name	
- Supporting Document 1/30/2018	
1 - Staff Report - 2/7/2018 2/13/2018	



# Arizona Department of Liquor Licenses and Control 800 W Washington 5th Floor Phoenix, AZ 85007-2934 www.azliquor.gov (602) 542-5141

DLLC USE ONLY					
CSR:					
Log #:	-	4			
_	<del></del>	<del></del>			

APPLICATION FOR EXTENSION OF PREMISES/PATIO PERMIT

payment	#
---------	---

\*OBTAIN APPROVAL FROM LOCAL GOVERNING BOARD BEFORE SUBMITTING TO THE DEPARTMENT OF LIQUOR\*

\*\*Notice: Allow 30-45 days to process permanent change of premises\*\*

Permanent change of area of service. A non-refu	ndable \$50. Fee will apply	y. Specific purpose	for change:
Expansion of patio dining area at El To	ovar Hotel		
☐ Temporary change ( <b>No Fee)</b> for date(s) of:/_	_/ through//_	list specific purpo	ose for change:
Licensee's Name: Xanterra South Rim, L.L.C.		ticens	<sub>e#:</sub> 06030018
2. Mailing address: 6312 S Fiddlers Green Cir, #600 N	Irst Greenwood Village	Middle CO	80111
3. Business Name: El Tovar Hotel	City	State	Zip Code
4. Business Address: South Rim of the Park	Grand Canyon	AZ	86023
5. Email Address: gtaylor@xanterra.com; brabon@xan		State	Zip Code
6. Business Phone Number: (928) 638-2631	Contact Phone No	umber: <u>(928)</u> 638-2	2631
7. Is extension of premises/patio complete?  N/A Yes No If no, what is your estimate	ed completion date? 11	/ 30 /2018	
8. Do you understand Arizona Liquor Laws and Regulatio ☑Yes ☐No	ons?		
9. Does this extension bring your premises within 300 feet ☐ Yes ☑No	of a church or school?		
10. Have you received approved Liquor Law Training?  Yes  No			
11. What security precautions will be taken to prevent liqu	or violation s in the exten	ded area?	
PLEASE SEE ATTACHED RESPONSE			

12. <u>IMPORTANT:</u> Attach the revised floor plan, clearly depicting your licensed premises along with the new extended area outlined in black marker or ink, <u>if the extended area is not outlined and marked "extension" we cannot accept the application.</u>

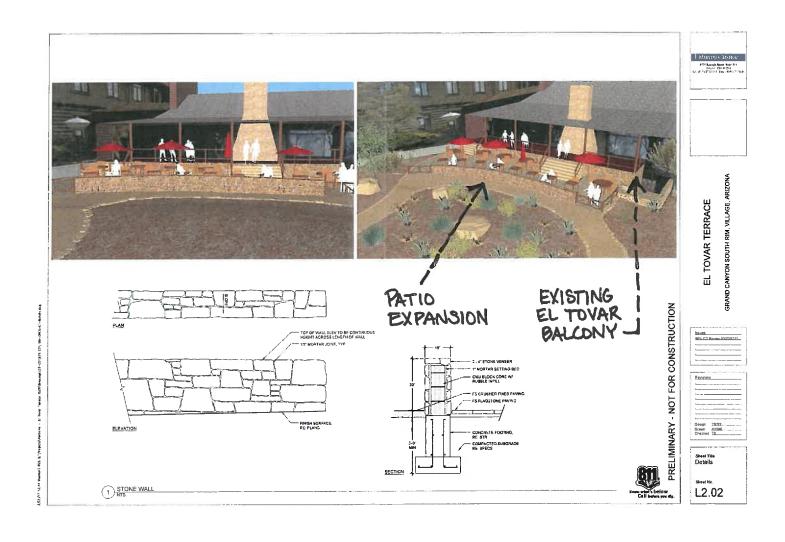
1/25/2017

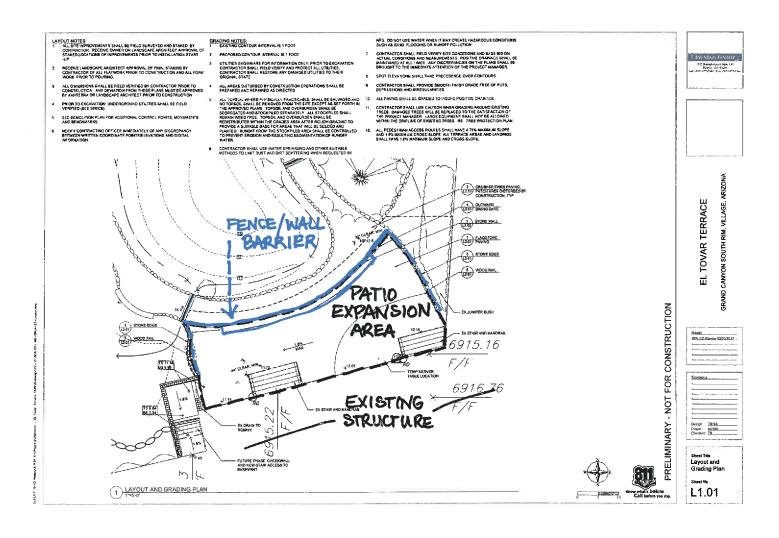
Barrier Exemption: an exception requested. Barrier exemptions are licensed premises. List specific rec	e granted based	on public safety, pedestric		
Approval Disapproval by <b>DLLC</b> :			Date:	
I, (signature) Rulm Hozh Taylo notification. I have read this document and	, her	Notary reby declare that I am a CC all statements are true, cor	ONTROLLING PERSON/ rect and complete.	AGENT filing this
State of Arizona Colorado) County of Arapahoe	. —	_	A .	<del></del>
On this 2th Day of December, 20  Whose identity was proven to me on the backnowledged that he or she signed the NOTARY PUBLIC	pasis of satisfacto	ry evidence to be the per		
STATE OF COLORADO NOTARY ID # 20034013503 MYAGOMANSION EXPIRES JUNE 01, 2019		Sig	nature of NOTARY PUBLIC	
GOVERNING BOARD				
After completion, and <b>BEFORE submittin</b> of Supervisors, City Council or Designon Department of Liquor.				
	☐ Approval	☐ Disapproval		
Authorized Signature	Title	Agency		Date
DLLC USE ONLY				G T T T T T
Investigation Recommendation: 🗖 Appro				te:/
Director Signature required for Disapprovo	als;		Do	ste://

#### APPLICATION FOR EXTENSION OF PREMISES/PATIO PERMIT

## Question 11. What security precautions will be taken to prevent liquor violations in the extended area?

All beverage servers, bartenders, and food and beverage managers at El Tovar are TIPS certified and undergo mandatory BACE alcohol awareness training. Alcoholic beverages will not be allowed beyond the patio barrier wall. Low-level safety and security lighting will be integrated into the barrier wall design and construction, and on-site security is available 24 hours a day, 7 days a week.







**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

**FROM**: Janet Regner, Community Services Director

**SUBJECT**: Adopt Resolution 2018-04, authorizing Coconino County Community Services to

submit an application to the City of Flagstaff for housing assistance services for

the period of 2018-2019 and for four successive fiscal years.

#### **RECOMMENDED MOTION:**

Move to adopt Resolution 2018-04, authorizing Coconino County Community Services to submit an application to the City of Flagstaff for housing assistance services for the period of 2018-2019 and for four successive fiscal years.

#### **BACKGROUND:**

Coconino County Community Services has received Community Development Block Grant (CDBG) funding for the Housing Stabilization Program since 2002 to assist City of Flagstaff residents. This grant provides individuals and families with assistance to help in meeting a crisis, and to help in continued housing stabilization. It also provides families and individuals a chance to receive shelter while securing permanent housing. In addition, housing funds are used for eviction prevention, to assist with a mortgage, or aid with a move into a new dwelling. To apply for the CDBG funds, a Resolution by the Board of Supervisors must accompany such application.

#### **ALTERNATIVES:**

The Board of Supervisors could choose to not pass said Resolution. The result would be that Community Services could not submit a grant application for such funds as described herein.

#### **FISCAL IMPACT:**

The Resolution results in no fiscal impact.

#### **ATTACHMENTS:**

Document Name

2 - Supporting Document - RESOLUTION 2018-04 - 2/1/2018

#### **RESOLUTION 2018-04**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF COCONINO, ARIZONA, AUTHORIZING COCONINO COUNTY COMMUNITY SERVICES TO APPLY FOR CITY OF FLAGSTAFF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS HOUSING SERVICES TO RESIDENTS OF THE CITY OF FLAGSTAFF.

**WHEREAS**, the city of Flagstaff is the recipient of Community Development Block Grant (CDBG) Entitlement Grants Program;

**WHEREAS**, the City of Flagstaff has served notice that they are accepting applications for 2018-19 Community Development Block grants funds for City residents;

WHEREAS, Coconino County Community Services desires to apply for 2018-19 Community Development Block Grant funds in order to provide individuals and/or families in the City of Flagstaff with housing assistance;

**WHEREAS**, this Resolution would also allow Coconino County Community Services to apply for City CDBG grant funds each year for the period 2018-2023;

**NOW, THEREFORE, BE IT RESOLVED**, that the Chair of the Board of Supervisors of Coconino County, Arizona, authorizes Coconino County Community Services to submit an application to the City of Flagstaff for housing services for the period of 2018-2019 and for four successive fiscal years;

**APPROVED AND ADOPTED** this 13<sup>th</sup> day of February, 2018, by the Coconino County Board of Supervisors.

#### COCONINO COUNTY BOARD OF SUPERVISORS

	Matt Ryan, Chairman	
(SEAL)		
APPROVED AS TO FORM		
AND WITHIN AUTHORITY:	ATTEST:	
Deputy County Attorney	Wendy Escoffier, Clerk of the Board	_

Resolution 2018-04 Page 1 of 1 Approved February 13, 2018



Meeting Date: 2/13/2018

**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

**FROM**: Lucinda Andreani, Public Works Director

**SUBJECT**: Approve the Spring 2018 disposal of surplus property by on-line auction firm,

The Public Group-Public Surplus®, based on Contract Number 161468 with the

City of Tucson. Public Works

#### **RECOMMENDED MOTION:**

Approve the Spring 2018 disposal of surplus property by on-line auction firm, The Public Group-Public Surplus®, based on Contract Number 161468 with the City of Tucson.

#### **BACKGROUND:**

The Coconino County Public Works Department's intent is to sell at auction the attached list of surplus property via on-line auction. The vehicles and equipment listed have met replacement criteria established by Coconino County Public Works Department Policy #7.04. The authority to utilize the City of Tucson contract is through the National IPA Purchasing Cooperative which authorizes Coconino County to participate in their contract. Fleet Services has used this process to dispose of surplus property for several years in the past and is very satisfied with the flexibility, available options and the amount of money earned by using the internet. Once approved by the Board, an advertisement will be placed in the Arizona Daily Sun for thirty days to announce the details of the auction.

The notification procedures used by Public Surplus include:

- Buyers create interest lists based on categories and geographical locations. Public Surplus then automatically notifies buyers via e-mail when auctions match their criteria.
- Buyers are able to register, browse, bid and buy on their personal computer 24 hours a day, 7 days a week.
- Buyers will reach the County's "home page" on Public Surplus after one click and be able to browse County items available for auction

#### **ALTERNATIVES:**

The following alternatives are available to the Board of Supervisors:

- Approve this submittal.
- Disapprove this submittal and request an alternative solution.

#### **FISCAL IMPACT:**

The revenue generated by the sale of the property will be deposited into the respective accounts.

### **ATTACHMENTS:**

#### Document Name

- 3 Supporting Document PW SPRING 2018 ONLINE AUCTION CONTRACT 1/19/2018
- 2 Supporting Document AUCTION LIST FOR SPRING 2018 2/1/2018
- 1 Staff Report 2/6/2018 - 2/13/2018

# CONTRACT #161468 ONLINE AUCTION SERVICES

# TABLE OF CONTENTS

- 1. NEGOTIATIONS AND BAFO
- 2. SOFTWARE DEMONSTRATION
- 3. THE PUBLIC GROUP PROPOSAL
- 4. CITY OF TUCSON RFP
- 5. PUBLIC SERVICE SELLER AGREEMENT

# OFFER AND ACCEPTANCE

#### **OFFER**

## TO THE CITY OF TUCSON:

The Undersigned hereby offers and shall furnish the material or service in compliance with all terms, scope of work, conditions, specifications, and amendments in the Request for Proposal which is incorporated by reference as if fully set forth

Company Name: The Public Group

Address: 3520 North University Avenue

City: Provo

State: UT

Zip: 84604

Signature of Person Authorized to Sign:

Printed Name: \_\_Zackary Corbett

Title: Product Manager

For clarification of this offer, contact:

Name: Zackary Corbett

Title: Product Manager

Phone: (801) 932-7000 x 153

Fax: (801) 932-7001

E-mail: zackaryc@thepublicgroup.com

# ACCEPTANCE OF OFFER

The Offer is hereby accepted. The Contractor is now bound to sell the materials or services specified in the Contract. This Contract shall be referred to as Contract No.

Approved as to form this day of 4v 2016.

CITY OF TUCSON, a municipal corporation

As Tucson City Attorney and not personally , 2016.

Marcheta Gillespie, C.P.M., CPPO, CPPB, CPM

As Director of Procurement and not personally

The Public Group

City of Tucson - RFP for Online Surplus Auction Services RFP NO. 161468 Page 53

## Public Works Spring 2018 Auction List

Unit#/PC#	Description	Make	Model	Year	I.D./Ser. #	Mileage	Reasoning
198	Spreader	JENSEN	J12H	1988	87020	N/A	AGED
240	COMPRESSOR	INGERSOLL RAND	P185A-W-JD	1985	149326 U85 957	1694 HRS	AGED
324	AWD GRADER	CAT	143H AWD GRADER	2002	CAT0143HC1AL01257	9718	AGED
328	AWD GRADER	CAT	143H AWD GRADER	2004	CAT0143HCAPN00516	10466	HRS
345	GRADER	JOHN DEERE	772CH	2000	DW772CH577949	6990	AGED
438	AWD GRADER	CAT	140H	2004	CAT0140HTAPM01175	9919	HRS/SAFETY
15416	PICKUP	CHEVROLET	SILVERADO 1500	2005	1GCEK14T95Z250575	152251	MILEAGE
15440	PICKUP	DODGE	RAM 3/4 2WD PU	1999	3B7KC26Z7XM551065	120834	AGED
15480	PICKUP	CHEVROLET	SILVERADO 2500	2006	1GCHC24U96E201099	152563	MILEAGE
15503	SUV	FORD	EXPLORER	2002	1FMZU72E42ZC24363	132142	AGED
15505	SUV	CHEVROLET	K-30 1T 4WD	1989	1GBHK34N7KE197957	87540	AGED
15507	SEDAN	CHEVROLET	LUMINA	2000	2G1WL52J9Y1253816	84743	AGED
15513	SUV	CHEVROLET	TRAIL BLAZER	2007	1GNDT13S072170893	152016	MILEAGE
15539	SEDAN	CHEVROLET	CAVALIER	1997	1G1JC5240V7241220	93909	AGED
15559	SEDAN	CHEVROLET	CAVALIER	1996	1G1JC524XT7196476	118312	AGED
15572	1T CREW PU	GMC	PICKUP	2002	1GTHC23V12F247516	142151	AGED
15615	SEDAN	CHEVROLET	CAVALIER	1998	1G1JC5243W7226650	106152	AGED
15617	FLAT BED PU	DODGE	T350 CAB & CHAS	1996	1B6MF36W8TS638507	107033	AGED
15630	SEDAN	CHEVROLET	CAVALIER	2000	1G1JC5246Y7336949	112783	AGED
15644	SEDAN	CHEVROLET	CAVALIER	1995	1G1JC5244S7183950	87347	AGED
15647	SEDAN	CHEVROLET	CAVALIER	1996	1G1JC5245S7183536	108834	AGED
15653	SEDAN	CHEVROLET	LUMINA	2001	2G1WL52J711250788	101250	AGED
15655	PICKUP	FORD	RANGER	2008	1FTYR15E58PA57865	176206	MILEAGE
15665	PICKUP	FORD	RANGER	2009	1FTYR15E98PA57867	153052	MILEAGE
15673	SEDAN	CHEVROLET	MALIBU	2002	1G1ND52JX2M691023	140880	AGED
15689	SEDAN	CHEVROLET	MALIBU	2002	1G1ND52J92M690882	61287	AGED
15710	ATV	HONDA	RECON	2005	1HFTE214054508888		AGED
15711	GEN SET	JR HOLLINGSWORT	MEP 002A	1980	KZ 18652	410.0 hrs	AGED
15712	TRL-GENERATOR	JOHNSON	M103A3	1980	DS85-11283	N/A	AGED
15848	SUV	FORD	EXPEDITION 4WD	2008	1FMFU16538LA57810	187632	MILEAGE
15905	SUV	FORD	EXPEDITION 4WD	2007	1FMFU16557LA42451	141149	AGED
15928	SUV	FORD	EXPEDITION 4WD	2010	1FMJUIG50AEB68902	166858	MILEAGE
15953	SUV	CHEVROLET	TAHOE 4WD	2002	1GNEK13Z92J310359	200858	MILEAGE
1 of 2	LOT OF SHOP LIGHTS	COOPER	450 WATT	N/A	1000D14G07	N/A	AGED
2 of 2	LOT OF SHOP LIGHTS	HI-TEK	400 WATT	N/A	N/A	N/A	AGED
1 OF 3	PATROL CAR UPFIT	MISCELLANEOUS EQMT	N/A	N/A	N/A	N/A	AGED
2 OF 3	PATROL CAR UPFIT	MISCELLANEOUS EQMT	N/A	N/A	N/A	N/A	AGED
3 OF 3	PATROL CAR UPFIT	MISCELLANEOUS EQMT	N/A	N/A	N/A	N/A	AGED
ASSEST# 15127	GPS	LEICA	GS20	N/A	N/A	N/A	AGED
NO ID	4-DRWR FILE CABINET	N/A	N/A	N/A	N/A	N/A	AGED



Meeting Date: 2/13/2018

**DATE**: February 7, 2018

**TO**: Honorable Chair and Members of the Board

**FROM**: Jim Driscoll, Coconino County Sheriff

**SUBJECT**: Approve an Intergovernmental Agreement (IGA) with Sedona Police Department

to provide supplementary law enforcement services within Coconino County from date of signature through December 31, 2019, not to exceed \$20,000 per year.

Sheriff

#### **RECOMMENDED MOTION:**

Approve an Intergovernmental Agreement (IGA) with Sedona Police Department to provide supplementary law enforcement services within Coconino County from date of signature through December 31, 2019, not to exceed \$20,000 per year.

#### **BACKGROUND:**

The Coconino County Sheriff's Office has primary law enforcement responsibility for the unincorporated areas within Coconino County as authorized by Arizona Revised Statute § 11-441. There is a need in the Sedona portion of our jurisdiction to supplement law enforcement services provided by the Coconino County Sheriff's Office with staffing provided by the Sedona Police Department.

The purpose of this IGA is to establish terms and conditions under which the Sedona Police Department will provide law enforcement assistance and activities in the Sedona portion of Coconino County.

#### **ALTERNATIVES:**

The Sheriff's Office is the local public authority with primary responsibility for protection of life, property and public safety in Coconino County. This agreement provides both the Sheriff's Office and the Sedona Police Department with clear guidelines for their supporting roles in law enforcement within the Sedona portion of Coconino County. Without this support system in place, property and lives could be placed in danger.

#### **FISCAL IMPACT:**

This agreement provides for reimbursement of the Sedona Police Department (SPD) at the

average hourly rate for the position level applied to the actual burden hours per call, when the Coconino County Sheriff's Office (CCSO) deputy assigned to the area is on vacation and unavailable, when the assigned deputy is on regular days off and no other CCSO deputies are immediately available, and the assigned deputy is committed to another call for service, court appearance, training, or is out of the area for any reason.

Should SPD personnel be needed for court appearances, interviews, investigative purposes or other activities resulting from conducting law enforcement activities pursuant to the IGA, lodging and other actual costs incurred shall be reimbursed to SPD within 30 days after receipts are received by CCSO.

Payment to SPD for responses to calls for service under this IGA shall be made quarterly. This IGA will not require a budget adjustment. Account #1001-20-4510-000-45-544.

#### **ATTACHMENTS:**

Г	n	CI	ın	ne	'n	ıt İ	N	้วา	m	6
1.	"	u	ш	ш	7I.	н.	IN	a		

- Supporting Document - SEDONA PD IGA - 1/17/2018

# INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES BETWEEN THE COCONINO COUNTY SHERIFF'S OFFICE AND THE SEDONA POLICE DEPARTMENT

This Intergovernmental Agreement ("IGA") is made as of \_\_\_\_\_\_\_, 2017 (the "Effective Date") by and between COCONINO COUNTY, by and through its duly elected Board of Supervisors and Sheriff, and SEDONA POLICE DEPARTMENT, by and through its duly elected City Counsel and Police Chief, pursuant to authority granted to each entity under A.R.S. § 11-952 and A.R.S. § 13-3872.

**Whereas,** Coconino County Sheriff's Office ("CCSO") has primary law enforcement responsibility for unincorporated areas within Coconino County as authorized by A.R.S. § 11-441; and,

Whereas, A.R.S. § 13-3871(1) allows for peace officer authority to be extended to another law enforcement agency with the prior consent of the Sheriff of the county with primary jurisdiction; and,

Whereas, A.R.S. § 13-3872 provides that any two or more public agencies having and maintaining peace officers may enter into mutual aid agreements with respect to law enforcement and that a peace officer acting within the jurisdiction of any other public agency pursuant to a mutual aid agreement shall have full authority to act as a peace officer to the same extent as if he were a duly appointed, qualified and acting peace officer of such public agency; and,

Whereas, there exists a need in southern Coconino County to supplement law enforcement services provided by CCSO with staffing provided by the Sedona Police Department ("SPD"); and,

Whereas, SPD has adequate law enforcement staffing adjacent to southern Coconino County to provide this supplemental law enforcement assistance and activity,

**Now, therefore**, the parties enter into this IGA upon the following terms and conditions:

1. <u>Purpose</u>. The purpose of this IGA is to establish terms and conditions under which SPD will provide law enforcement assistance and activities in southern Coconino County.

#### 2. Compensation.

- A. For the sum of the average hourly rate for the position level applied to the actual burdened hours (including response time, call time, and report writing) SPD agrees to provide law enforcement response to calls for service in the Oak Creek Canyon area of Coconino County in the following situations:
  - i. When a CCSO deputy assigned is on vacation and unavailable.
  - **ii.** When no other CCSO deputies are immediately available.
  - **iii.** When a CCSO deputy is committed to another call for service, court appearance, training, or is out of the area for any reason.
- B. Should SPD personnel be needed for court appearances, interviews, investigative purposes or other activities resulting from conducting law enforcement activities pursuant to this IGA, lodging and other actual costs incurred shall be reimbursed to SPD within 30 days after receipts are received by CCSO. In rare cases in which court appearances, follow up investigations, attorney interviews, or any activities related to SPD personnel, any ongoing time commitments or utilization of SPD resources shall be compensated at the actual cost or rate for such services as determined by SPD.
- C. Payment to SPD for responses to calls for service under this IGA shall be made quarterly beginning on July 1 of each year. Billing for calls for service shall be sent to the Finance Division of CCSO at 911 Sawmill Road, Flagstaff, AZ 86001. The billings shall include a list of the calls for service, dates, associated department report numbers for each call, and a breakdown detailing hours, rates and supporting documentation.
- **D.** Any expenses of SPD which are not specifically identified in this IGA will be negotiated in good faith and authorized prior to payment.
- E. Annual budgeted amount not to exceed \$20,000.00.

#### 3. Services to be provided.

- **A.** In the circumstances described in paragraph 2.A above, and at the complete discretion of SPD, SPD will respond to the following calls for service from Coconino County:
  - i. Crime reports.

- ii. Crimes in progress.
- iii. Search and rescue incidents.
- iv. Domestic violence calls.
- v. Traffic or public accidents.
- vi. Suspicious activity, including but not limited to calls for service involving suspicious persons or circumstances necessitating the response of on-duty officers.
- vii. Alarms.
- **viii.** Any other calls of an emergency nature or requiring an immediate response
- **B.** Calls for service do not include "routine patrol" (officer patrolling the area without a call for service, looking for suspicious persons or activity), routine traffic enforcement, or service of civil process by SPD.
- **C.** Limitations and requirements:
  - i. For any response into Coconino County conducted by SPD, a written report or incident documentation shall be completed by the responding officer and forwarded to the Patrol Division of CCSO within five working days.
  - ii. Exceptions to writing a report shall include calls for service in which there was a false alarm, a non-criminal incident, assists to other agencies, attempts to locate, or other types of routine service calls
  - iii. In order to expedite and simplify procedures, the responding SPD officers shall utilize SPD's existing reporting forms, reporting procedures, and dispatching requirements in conducting responses in Coconino County jurisdiction.
  - iv. Should a call for service develop into a major incident (including homicide, armed robbery, death, or a search and rescue activity); the responding SPD officer shall immediately cause CCSO to be notified. The responding officer shall stabilize the situation, initiate immediate efforts for life-saving, make any necessary arrests and enforcement activities, and document activities. For these events, a response from CCSO will be made as soon as

- possible. The primary requirement for SPD is to stabilize the situation and maintain control until CCSO officials arrive on scene.
- v. The terms and conditions of this IGA shall not replace or affect any existing agreements or contracts between CCSO and SPD.

#### **D.** Notification Process/Procedures:

- i. Whenever a call for service is received in the dispatch center for an incident or request in Oak Creek Canyon, the dispatcher shall immediately contact the on-duty Patrol supervisor for CCSO and provide the information relating to the call for service. The on-duty supervisor shall make the determination whether to send CCSO deputies or to request dispatch to contact SPD and request the response. The on-duty supervisor has the responsibility to determine and communicate to dispatch who will respond to the call.
- ii. Whenever a call for service in the Oak Creek Canyon District is transferred to SPD, the responding SPD officer may either utilize SPD communications or communicate through the CCSO dispatcher in Flagstaff. Radio usage of any necessary Coconino County frequencies is authorized to any responding SPD personnel.

#### 4. Term and Termination.

- **A.** This IGA shall commence on the Effective Date and remain in effect until December 31, 2019.
- **B.** Either party may choose to terminate this IGA at any time for any reason upon 30 days' written notice to the other party.
- **Amendment.** Renegotiation of the terms of this IGA may be necessary for financial or operational reasons. This IGA may be amended only by a written agreement signed by both parties.
- **Extending Duration of IGA.** This IGA will automatically renew every two years for an additional two-year term, unless terminated by either party.

#### 7. Waiver and Indemnification.

Each party hereby waives any and all claims, demands and causes of action against the other party arising out of activities undertaken pursuant to this IGA. Each party shall be solely responsible for any claims, demands and causes of action filed by third parties arising out of the activities of its personnel pursuant to

this IGA (including but not limited to, the costs of investigating and defending against such claims, demands, and causes of action and the costs of paying any compromise settlements, judgments, assessed costs, or fees, including attorney's fees). Each party shall indemnify and hold harmless the other party from and against any and all claims, demands, causes of action, costs or expenses arising out of the activities of its personnel pursuant to this IGA, but only to the extent of the percentage of fault attributed to the indemnifying party's personnel.

#### 8. Insurance:

Both parties will maintain adequate liability insurance for law enforcement liability, general liability, and automobile liability sufficient to support the indemnification clause within this IGA, and workers' compensation insurance as required by State law for its staff.

#### 9. Cancellation for Conflict of Interest.

This Agreement may be cancelled in accordance with the provisions of A.R.S. § 38-511.

#### 10. Non-Discrimination.

In their performance of this Agreement, both parties shall comply with Executive Order 2009-09, which mandates that all persons regardless of race, color, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act.

#### 11. Applicable Law.

This Agreement shall be governed and interpreted by the laws of the State of Arizona.

#### 12. Audit.

In addition to the report requires as provided for above, the parties shall retain all data, books, and other records ("records") relating to this Agreement for a period of five (5) years after completion thereof. All records shall be subject to inspection and audit by the parties at reasonable times. Upon request, the parties shall produce the original of any or all such records for inspection and/or copying.

#### 13. Certification of Contracting Agencies

As certified by their signatures below, this Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorneys who have determined that it is in proper form and is within the powers and authority granted under the laws of the

State of Arizona to those parties of the Agreement represented by the undersigned attorneys.

**IN WITNESS WHEREOF,** the duly authorized representatives of the parties have executed this IGA as of the Effective Date.

CITY OF SEDONA:	
Sedona Police Department	
	Date
Chief David W. McGill	
	Date
Mayor Sandy Moriarty	
	be within the powers granted to Arizona counties.
City of Sedona Attorney	
COCONINO COUNTY:	
Coconino County Sheriff's Office	
	Date
Sheriff Jim Driscoll	
ATTEST	
Coconino County Clerk of the Bo	ard
Coconino County Board of Super-	visors
	Date
Matt Ryan, Chairman	
Approved as to form and found to	be within the powers granted to Arizona counties.
Deputy Coconino County Attorne	·V